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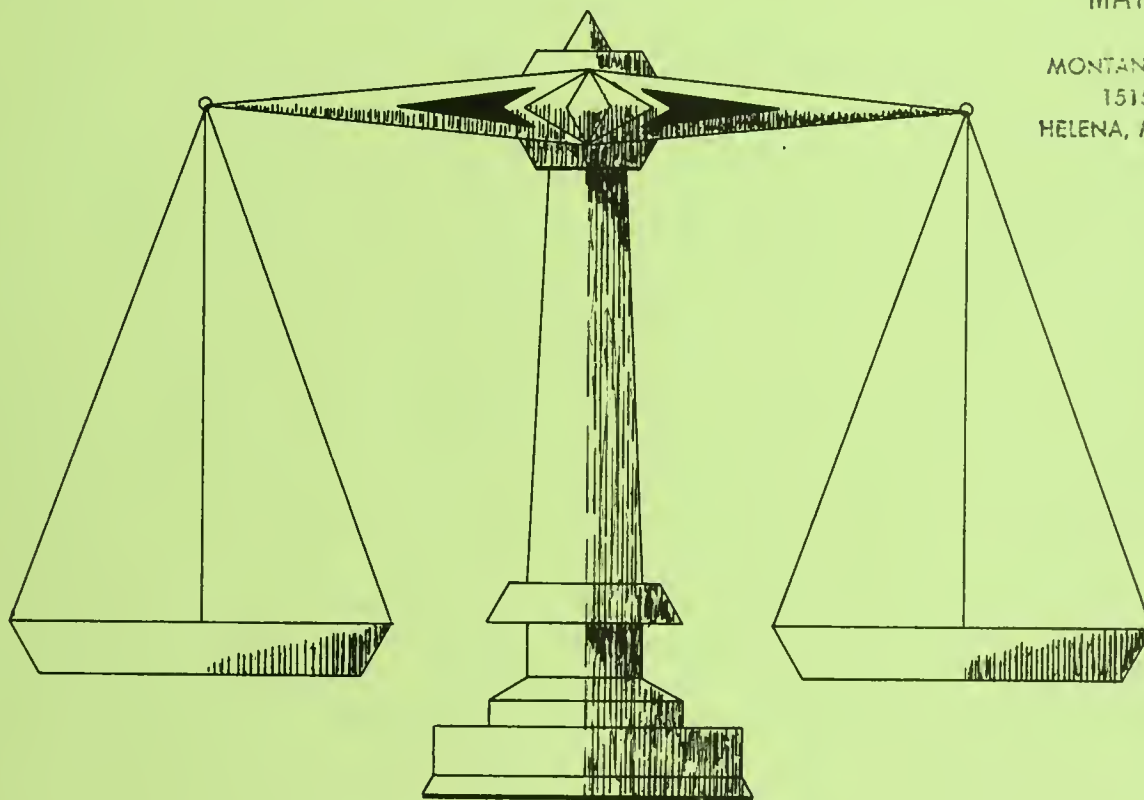
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# AFFIRMATIVE ACTION PLAN

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MONTANA  
DEPARTMENT OF HIGHWAYS

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Department of Administration

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MONTANA DEPARTMENT OF HIGHWAYS

1985-86 EEO PROGRAM UPDATE

DIRECTOR - GARY J. WICKS

MANAGER, CIVIL RIGHTS UNIT - BETTY R. TAYLOR

EEO COMPLIANCE SPECIALIST - VICKY A. KOCH

EEO COMPLIANCE SPECIALIST - DIANA SPRAGG

PART II  
MONTANA DEPARTMENT OF HIGHWAYS  
EMPLOYMENT

MDOH POLICY #3-0605

	<u>PAGE</u>
A. Accomplishments For Past Year	6
1. Program Overview	6
2. Progress on Hiring Goals and Time Tables	8
3. Progress on Action Items in Previous Update	10
B. Action Items Planned for Next Year	17
C. Response to Official FHWA Recommendations	21

PART III: EMPLOYMENT STATISTICAL DATA

A. Underrepresentation Information	22
B. Five-Year Hiring Goals	23
C. Handicapped Employment Information	24
D. EEO - 4 Form	25

## INTERNAL EQUAL EMPLOYMENT OPPORTUNITY PROGRAM POLICY STATEMENT

Whether discrimination is based on sex, race, color, religion, national origin, age, handicap (mental or physical), marital status, or political belief, employees of the Montana Department of Highways are entitled to the opportunity to work in an environment free of discrimination.

Because of my strong commitment to Equal Employment Opportunity, I have delegated Department Division Administrators and District Engineers to implement the current Affirmative Action Program. The chief objective is to equalize access to all levels of agency employment for those classes of people who have traditionally been denied equal access - minority group members, women and the handicapped.

To insure the handicapped are not discriminated against, the Department will make reasonable accommodations needed to enable qualified handicapped employees and applicants to satisfactorily perform the duties of Department positions except where the required accommodations would create an undue hardship on the Department. Such accommodations might include rearranging furniture, providing special equipment such as a taller desk or limited job restructuring.

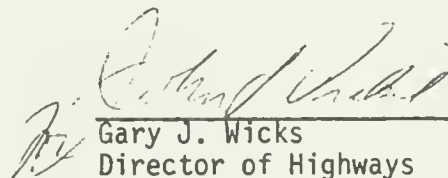
Equal Employment Opportunity is a program involved with areas of employment including: recruiting, advertising, hiring, transferring, promoting, demoting, training, compensation, benefits, layoffs, terminating, and all conditions of employment to see that employees are treated equitably and consistently.

Affirmative Action is a temporary program to achieve Equal Employment Opportunity and eliminate the effects of past discrimination. Accountability for the Affirmative Action Program lies with each supervising authority. Supervisors will be held accountable for attaining Affirmative Action Goals. Their performance on reaching these goals will be monitored in accordance with MDOH's Performance Appraisal System.

In the event discrimination occurs, employees are protected against retaliation for lawfully opposing any discriminatory practice. This protection includes filing an internal grievance, initiating an external administrative or legal proceeding, or testifying in or participating in any of the above.

I will act to prevent discrimination in the Department of Highways. To enforce the full range of liability and protection created by Title VII, of the Civil Rights Act of 1964, Department employees must know their rights and be informed of the available avenues of recourse. This information is available through the Department's Civil Rights Unit. Each employee in this Department is personally responsible for implementation of the Affirmative Action Program.

May 1, 1985  
Date

  
\_\_\_\_\_  
Gary J. Wicks  
Director of Highways

Policy # 3.0605.1

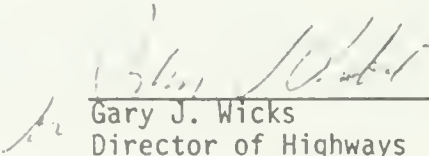
## SEXUAL HARASSMENT POLICY STATEMENT

Employees of the Department of Highways are entitled to the opportunity to work in an environment free of discrimination, whether it is based on sex, race, color, religion, national origin, marital status, political belief, age or handicap. Sexual harassment is one form of discrimination that undermines the integrity of employment relationships, lowers morale, interferes with productivity, and adversely affects the careers of Department employees. Sexual harassment, which affects employment decisions or creates an offensive working environment, is both a prohibited personnel practice under the Montana Human Rights Act, the Governor's Executive Order No. 7-82, and a violation of Title VII of the Civil Rights Act of 1964.

A mutually acceptable relationship can turn into sexual harassment if unwelcome advances are continued. Department employees should distinguish mutual, acceptable, social relationships, which do not encroach on the working environment, from sexual harassment. Any deliberate or repeated unsolicited comments, gestures, or physical contact of a sexual nature, which are unwelcome, constitute sexual harassment.

State employment demands from each of us the highest standards of honesty, integrity, and impartiality when carrying out the business of the Department of Highways. Sexual harassment and other conduct which violates these standards will not be condoned or tolerated. It is the policy of the Department of Highways to take direct and immediate action when informed of violations and enforce the full range of liability and protection created by Title VII, the Montana Human Rights Act, and the Governor's Executive Order No. 7-82. Each of us is personally responsible for making this policy work.

May 1, 1985  
Date

  
\_\_\_\_\_  
Gary J. Wicks  
Director of Highways

Policy #3.0620

MONTANA DEPARTMENT OF HIGHWAYS  
AFFIRMATIVE ACTION PLAN UPDATE REPORT  
SCHEDULE FOR 1985

<u>ITEM</u>	<u>DUE</u>
NEW UPDATE YEAR BEGINS	FEBRUARY
SEMI-ANNUAL REPORT TO DIRECTOR	MAY
SEMI-ANNUAL REPORT TO DIRECTOR	OCTOBER
PREPARE DRAFT UPDATE	NOVEMBER
SUBMIT UPDATE TO FHWA	DECEMBER



## PART II: INTERNAL EEO PROGRAM

### A. ACCOMPLISHMENTS FOR PERIOD 1-1-84 THROUGH 12-31-84

#### 1. Program Overview:

The Montana Department of Highways (MDOH) Civil Rights Unit is located in the basement of the Headquarters Building.

The Personnel Specialist positions in the five Field Districts were filled and those people have been disseminating EEO material since May, 1984. Some of the EEO/AA duties for this position include:

1. Conducting EEO Training for District personnel
2. Disseminating EEO material to District employees
3. Reviewing the selection process for vacant positions for EEO/AA Compliance
4. Conducting EEO orientation for new employees in the District

The District Centralized Services Supervisors continue to be the District EEO counselors.

Of the seven action items in the 1984-85 Update, five were completed, and two will be carried over into the next Update.



ANALYSIS OF DISCRIMINATION COMPLAINTS  
FILED DURING 1984

COMPLAINTS RESOLVED

There were seven complaints filed, five by male employees and two by female employees. All were resolved.

The two female employees filed informal complaints on the issue of employment, one of the females filed because of sex and the other filed because of sex and age.

One male filed a formal complaint on the issue of employment because of handicap. Four males filed informal complaints:

1. One on the issue of promotion because of race and national origin.
2. Two on the issue of employment because of age and handicap.
3. One on the issue of retaliation because of sex.

COMPLAINTS NOT RESOLVED

Two male employees filed formal complaints on the issue of employment because of age. One of these complaints is still being investigated by the Montana Human Rights Commission (MHRC) and the other complaint is at the point that a "consent to sue" letter was issued by MHRC.

### 3a. Progress on Minority Hiring Goals

EE04 Category	Beginning Employment in <u>Oct. 1983</u>	Hiring Goal for Period	Actual Increase (New Hires- Promotions Reclassifi- cations)	Losses for the Period	Ending Employment in <u>Oct. 1984</u>	Goal Met	Net Gain	Loss
Officials/ Administrators	1	0	0	0	1	N/A	---	----
Professionals	10	0	1	0	11	N/A	+1	----
Technicians	18	0	6	0	24	N/A	+6	----
Protective Service	3	0	0	0	3	N/A	---	----
Paraprofessional*	0	0	0	0	0	N/A	---	----
Clerical	1	3	3	0	4	Yes	+3	----
Skilled Craft	15	0	0	2	13	N/A	---	-2
Service/ Maintenance	21	0	0	2	19	N/A	---	-2
TOTALS	69	3	10	4	75	Yes	+10	-4

\* Only category that was underrepresented. Only category we had a goal set for and it was set for 1985. The only vacancies occurring in the paraprofessional category (E) were positions covered by union bargaining agreement.

### 3b. Progress on Female Hiring Goals

EE04 Category	Beginning Employment in Oct. 1983	Hiring Goal for Period	Actual Increase (New Hires - Promotions Reclassifications)	Losses for the Period	Ending Employment in Oct. 1984	Goal Met	Net Gain	Loss
*Officials/ Administrators	12	0	0	-11	1	N/A	--	-11
Professionals	34	2	+4	0	38	Yes	+4	--
Technicians	55	6	+19	0	74	Yes	+19	--
Protective Service	7	3	+4	0	11	Yes	+4	--
**Paraprofessional	2	1	+1	0	3	Yes	+1	--
Clerical	62	0	+11	0	73	N/A	+11	--
Skilled Craft	0	0	0	0	0	N/A	--	0
Service/ Maintenance	9	2	+3	0	12	Yes	+3	--
TOTAL	181	14	+42	-11	212	Yes	+42	-11

\*Note: Eleven females were reclassified because of the Montana Department of Administration's restructuring of the classification system.

\*\*Note: One position occupied by a female was reclassified from this category to the EE0-4 Category B, Professionals.

2. Progress on Action Items in 1984-85 Update:

a. Action Item 84-1: Improve Tracking System:

Objective: To obtain accurate data in the areas of transfers, promotions and terminations so a complete analysis can be performed in these areas.

Accomplishment: The Department has revised its computer programs for transfers, promotions and terminations to reflect the same type data reflected in the new hire and applicant flow programs.

Evaluation: This item is completed.

Further Action: The unit will continue to use the data from these printouts to analyze hiring practices for the Department.

b. Action Item 84-2: Improve Applicant Flow System:

Objective: To analyze applicant flow data for identification of potential problems in differential treatment or disparate effect in recruitment, referral or selection.

Accomplishment: MDOH has developed a computer program to capture and analyze applicant flow data. As our previous report indicated the Department of Administration had indicated their statewide applicant flow system was being developed. As of April 15, 1985 the system is still not on line.

Evaluation: This item is completed.

Further Action: MDOH will continue to compile and analyze applicant flow data for adverse impact on protected class persons.

Action Item 84-3: Improve System for Disseminating EEO Information:

Objective: To create a position in the five field Districts to assist in disseminating EEO information.

Accomplishment: The Department hired five Personnel Specialists in May, 1984. Position responsibilities include disseminating EEO information providing training to the employees in the Districts, reviewing position selection processes for EEO/AA compliance, and conducting EEO orientation for new employees in the District.

MDOH employees received at least two hours of EEO/AA training in 1984.

Evaluation: This item is completed.

Further Action: The Civil Rights Unit (MDOH) will continue to monitor the dissemination of EEO/AA information to employees.



Action Item 84-4: Improve Female Representation in Applicant Pool:

Objective: To attempt to increase the number of female applicants for the Technician, Protective Services, Paraprofessional and Skilled Craft EEO-4 Categories. Historically, these areas have been difficult to fill with female employees because of union bargaining agreements and lack of qualified females.

Accomplishment: The Civil Rights Unit sends EEO Responsibility memos to hiring authorities to notify them the position vacancy is underutilized. If the position is not filled within the Department the vacancy announcements are then sent to identified female referral sources.

The Department participated in a statewide "Expanding Your Horizons" conference sponsored by the Montana Office of Public Instruction (OPI). This conference focused on non-traditional career opportunities for girls in grades 7-12 and was conducted at 11 different sites.

MDOH provided OPI with a list identifying females currently employed in the construction industry as well as some who are employed in other non-traditional fields. MDOH also arranged to have non-traditionally employed female employees attend the sessions throughout the state:

Technicians: Fifteen females were hired and/or promoted; two females were promoted to Lab Tech positions by using Upward Mobility Training assignments, two female drafters were promoted to Design Tech I positions; one female was promoted from a Designer I to a Designer II position; six females were promoted to Eng. Tech I and two females to

Eng. Tech II positions; one female was promoted to a Computer Programmer I; and two females were promoted to Computer Programmer Trainee positions.

Protective Services: 3 females hired.

Paraprofessional: 1 female hired.

Skilled Craft: 1 female - A temporary female employee became a permanent Core Drill Operator I. Many of these positions are filled in-house by promotions from the Service/Maintenance EEO-4 Category (H) and through union bargaining agreements. Female employees in EEO-4 Category H need more experience before they can move into the Skilled Craft category.

Evaluation: This item is ongoing. Underutilization of female employees exists in every EEO category with the exception of the clerical category.

Further Action: This item will be modified and carried forward as Action Item 85-1 in the AAP Update.

Action Item 84-5: Minority Representation in Applicant Pool:

Objective: To attempt to increase the number of minority applicants for the Paraprofessional, Clerical and Professional EEO-4 categories.

Accomplishment: Same as for Action Item 84-4. Clerical and Para-professional EEO 4 categories continue to be the only categories underutilized by minority persons.



Evaluation: Same as for Action Item 84-4.

Further Action: This item will be modified and carried forward as Action Item 84-2 in the AAP Update.

Action Item 84-6: Monitor The Upward Mobility Program:

Objective: To monitor employee progress in Upward Mobility targeted positions.

Accomplishment: During the past year the Department has had five employees in Upward Mobility training assignments, four females and one white male. The positions include two Lab Tech Training Assignments, one Designer Training Assignment, and two Design Tech Training Assignments. One female in a Design Tech assignment opted to take another position in the Department for personal reasons before completing the assignment. One female has completed the Lab Tech training assignment and has been promoted to a Lab Tech II position. Monthly evaluation reports are completed by the Supervisor and submitted to the Civil Rights Unit for review. Followup may include offering assistance as necessary, spot checking assignments, and interviewing the trainee and/or supervisors.

Evaluation: This item is completed.

Further Action: The Civil Rights Unit will continue to monitor employee progress in the Upward Mobility program.

Action Item 84-7: EEO/AA Training For MDOH Employees:

Objective: To provide a minimum of two hours of Civil Rights Training to each MDOH employee.

Accomplishment: EEO/AA training was provided to 100% of MDOH employees in 1984.

EEO training was provided by the Civil Rights Unit to Headquarters personnel and in the five Districts.

Evaluation: This item is completed.

Further Action: This is an on-going situation, and EEO/AA Training will continue to be provided MDOH employees.

B. Action Items For Update Year (3-1-85 to 2-28-86)

The following five action items are planned for the 1985-86 AAP Update. Two are carryovers from the 1984-85 Update. These are Action Items 85-1 and 85-2. Three new action items resulted from program evaluations - Action Items 85-3, 85-4, and 85-5.

Action Item 85-1: Female Representation in Applicant Pool

Objective: Continue to attempt to increase the number of female applicants for the Technician, Protective Services, Paraprofessional, Skilled Craft and Service/Maintenance EEO-4 categories.

Background: The Department made progress in hiring women in the above mentioned non-traditional EEO-4 categories during 1984 (Reference chart, Pg. 9). All of the above categories are represented by one of the three unions representing MDOH employees. Many vacancies were filled in-house per the union bargaining agreement. The Civil Rights Unit sends an EEO Responsibility memo to the appropriate hiring authority to apprise them of the underutilization. A copy of the EEO Responsibility memo is sent to the appropriate Headquarters Division Administrator or District Engineer. In addition, a copy of the EEO Responsibility memo is sent to the Personnel Division Administrator and to the Personnel Specialist in the Districts.

<u>Actions To Be Taken</u>	<u>Responsible Official</u>	<u>Target Date</u>
1. Continue to attempt to fill underutilized vacancies in these five categories using sex conscious selection procedures and affirmative action job orders.	All hiring authorities	As vacancies occur
2. Continue to send EEO Responsibility memos to hiring authorities for underutilized vacancies in these categories.	Compliance Specialist, Civil Rights Unit	As vacancies occur
3. Continue to send vacancy announcements to female referral sources identified by the Civil Rights Unit.	Personnel Specialist I Personnel Division	As vacancies occur

- |   |   |                       |
|---|---|-----------------------|
| 4. Continue to monitor position vacancies in these five EEO-4 categories. | Compliance Specialist,<br>Civil Rights Unit | Daily through<br>1985 |
|---|---|-----------------------|

Action Item 85-2: Minority Representation in Applicant Pool:

Objective: To continue to attempt to increase the number of minority applicants for the Paraprofessional EEO-4 Category.

Background: The Paraprofessional EEO-4 Category is the only category that is underutilized by minorities in the MDOH. There are only eight occupations in this category. These occupations are all covered by union bargaining agreement, which means vacancies must go through the in-house bid process first.

<u>Actions To Be Taken</u>	<u>Responsible Official</u>	<u>Target Date</u>
1. Continue to monitor and attempt to fill under-utilized vacancies in the paraprofessional category using race conscious selection procedures and AAJOs.	Same as above	Daily thru 1985
2. Send vacancy announcements to minority referral sources identified by the Civil Rights Unit.	Personnel Specialist I Personnel Division	As vacancies occur
3. Attempt to locate new alternative sources for recruiting minorities in non-traditional roles.	Compliance Specialist, Civil Rights Unit	March 30, 1985
4. Send EEO Responsibility memos to hiring authorities for underutilized vacancies in this category.	Compliance Specialist, Civil Rights Unit	As vacancies occur

Action Item 85-3: Refine the Qualified Utilization Analysis:

Objective: To attempt to provide the employment statistical data for minority representation per Office of Management and Budget memo of June 19, 1984, accepted racial/ethnic groups and gender.

Background: Upon approval of the 1984-85 AAP Update, FHWA had some concerns

that MDOH was not breaking down minority representation in its employment statistical data by the accepted Office of Management racial/ethnic groups and gender. The problem arises since this information is not available in the requested format. In checking with the Montana Departments of Administration and Labor and Industry, the available 1980 census data does not coincide with the EEO-4 category breakdowns. Any data compiled will have to be compiled by hand.

<u>Actions To Be Taken</u>	<u>Responsible Official</u>	<u>Target Date</u>
1. Attempt to provide requested data per OMB accepted racial/ethnic groups and gender.	Compliance Specialist, Civil Rights Unit; EEO Coordinator, Department of Administration; Research Analyst, Department of Labor and Industry	December, 1985
2. Include any data compiled in the 1985-86 AAP Update.	Compliance Specialist, Civil Rights Unit	January, 1986

Action Item 85-4: Update Qualified Utilization Analysis:

Objective: Attempt to update the Department of Administration's qualified utilization analysis.

Background: The utilization analysis was disseminated by MDOA in July 1982. To date no updates have been provided.

<u>Actions To Be Taken</u>	<u>Responsible Official</u>	<u>Target Date</u>
1. Work with MDOA to update utilization Analysis	Compliance Specialist, Civil Rights Unit, MDOH; State EEO Coordinator, MDOA	January, 1986
2. Provide status report to Division FHWA concerning this item.	Compliance Specialist Civil Rights Unit, MDOH	January, 1986

Action Item: 85-5 Review and Analyze Department Terminations

Objective: Provide the Director with an analysis of employee terminations.

Background: Monthly termination computer printouts are reviewed, however, a formal analysis has not been provided to the Director.

<u>Actions To Be Taken</u>	<u>Responsible Officials</u>	<u>Target Date</u>
1. Study feasibility of employee exit interviews.	Compliance Specialist, Civil Rights Unit	December 31, 1985

2. Prepare Written Analysis for Director      Compliance Specialist,      Semi-Annually,  
Civil Rights Unit      May, October, 1985
- C. Response to Official FHWA Recommendations

As per the Region 8, FHWA, review of the MDOH Internal EEO program, the Department has addressed the concerns in Action Items 85-1 thru 85-5 above.



PART III EMPLOYMENT STATISTICAL DATA  
A UNDERREPRESENTATION EVALUATION 1984-85  
TOTAL STATE POPULATION AS OF 1980 = 786,690

Occupational Group EEO-4 Category	Available in Labor Market		Total Employment In MDOH 12/84		Present in MDOH 12/84		Total Employment In MDOH 12/82		* Employed in MDOH 12/82		% of Change	
	% Minority	% Female	% Minority	% Female	% Minority	% Female	% Minority	% Female	% Minority	% Female	Minority	Female
A. Officials/ Administrators	2.3%	14%	45	(1) 2.2%	(2) 4.4%		48		2.1%	6.3%	+1%	-1.9%
B. Professionals	1.9%	13.1%	322	(10) 3.1%	(40) 12.4%		297		3.4%	11.8%	-.3%	+6%
C. Technicians	4.5%	23.7%	522	(22) 4.3%	(65) 12.5%		432		4.4%	10.7%	-.1%	+1.8%
D. Protective Service	3.9%	22%	74	(4) 5.4%	(10) 13.5%		72		2.8%	12.5%	+2.6%	+1%
E. Para Professionals	3.9%	24.1%	33	(0) 0%	(2) 6%		28		0%	7.1%	0%	-1.1
F. Clerical	3.9%	40.5%	92	(4) 4.3%	(73) 79.3%		76		1.4%	85.5%	+2.9%	-6.2%
G. Skilled Craft	4.7%	2.2%	379	(15) 4%	(2) .5%		378		3.4%	0%	+6%	+5%
H. Service Maintenance	5.2%	3.9%	376	(20) 5.3%	(14) 3.7%		300		7.3%	3.0%	-2%	+7%
TOTAL			1,843	(76)	(208)		1,631				+3.8	-4.6

\* Department of Administration has not yet updated statistical data. Therefore we must base our analysis on 1982 information.



Occupational Group EEO-4 Category	1985		1986		1987		1988		1989		Total To Attain Parity	
	Min.	Females	Min.	Females	Min.	Females	Min.	Females	Min.	Females	Min./Female	Min./Female
Officials/ Administrators	0	0	0	1	0	0	0	1	0	0	0	2
Professionals	0	2	0	3	0	2	0	0	0	0	0	7
Technicians	0	6	0	4	0	3	0	2	0	38	0	53
Protective Services	0	2	0	2	0	2	0	0	0	0	0	6
ParaProfessionals	1	1	0	1	1	1	0	2	0	2	2	7
Clerical	0	0	0	1	0	0	0	1	0	1	0	3
Skilled Craft	0	0	0	0	0	1	0	3	0	4	0	8
Service Maintenance	0	1	0	0	0	0	0	0	0	0	0	1
TOTAL	1	12	0	12	1	9	0	9	0	45	2	87

\* Note: The achievement of these goals are contingent upon anticipated vacancies and subject to union bargaining agreement and the Montana Veteran's Preference Act to the extent applicable.

HANDICAPPED EMPLOYMENT INFORMATION

	Total Work Force	Handicapped	Percent Handicapped
Permanent Full time	1697	65	3.8%
All Other	146	1	0.7%
TOTAL	1843	66	3.6%

D /dk/2018

**EQUAL EMPLOYMENT OPPORTUNITY COMMISSION**  
**STATE AND LOCAL GOVERNMENT INFORMATION (EEO-4)**

EXCLUDE SCHOOL SYSTEMS AND EDUCATIONAL INSTITUTIONS  
 (Read attached instructions prior to completing this form)

APPROVED BY  
 OMB  
 3046-0008

DO NOT ALTER INFORMATION PRINTED IN THIS BOX

MAIL COMPLETED  
 FORM TO

**A. TYPE OF GOVERNMENT (Check one box only)**

- ☒ 1. State      ☐ 2. County      ☐ 3. City      ☐ 4. Township      ☐ 5. Special district
- ☐ 6. Other (Specify) \_\_\_\_\_

**B. IDENTIFICATION**

1. NAME OF POLITICAL JURISDICTION (If same as label, skip to Item C)

Montana Department of Highways

2. Address - Number and Street

CITY/TOWN

COUNTY

STATE/ZIP

2701 Prospect Avenue

Helena

Lewis & Clark

Montana  
 59620

EEOC  
 USE  
 ONLY

A

B

**C. FUNCTION**

(Check one box to indicate the function(s) for which this form is being submitted. Data should be reported for all departments and agencies in your government covered by the function(s) indicated. If you cannot supply the data for every agency within the function(s), please attach a list showing name and address of agencies whose data are not included.)

XX	1. FINANCIAL ADMINISTRATION. Tax assessing, tax billing and collection, budgeting, purchasing, central accounting and similar financial administration carried on by a treasurer's, auditor's or comptroller's office and  GENERAL CONTROL. Duties usually performed by boards of supervisors or commissioners, central administrative offices and agencies, central personnel or planning agencies, all judicial offices and employees (judges, magistrates, bailiffs, etc.)	8. HEALTH. Provision of public health services, out-patient clinics, visiting nurses, food and sanitary inspections, mental health, alcohol rehabilitation service, etc.
		9. HOUSING. Code enforcement, low rent public housing, fair housing ordinance enforcement, housing for elderly, housing rehabilitation, rent control.
	2. STREETS AND HIGHWAYS. Maintenance, repair, construction and administration of streets, alleys, sidewalks, roads, highways and bridges.	10. COMMUNITY DEVELOPMENT. Planning, zoning, land development, open space, beautification, preservation.
	3. PUBLIC WELFARE. Maintenance of homes and other institutions for the needy; administration of public assistance. (Hospitals and sanatoriums should be reported as item 7.)	11. CORRECTIONS. Jails, reformatories, detention homes, half-way houses, prisons, parole and probation activities.
	4. POLICE PROTECTION. Duties of a police department, sheriff's, constable's, coroner's office, etc., including technical and clerical employees engaged in police activities.	12. UTILITIES AND TRANSPORTATION. Includes water supply, electric power, transit, gas, airports, water transportation and terminals.
	5. FIRE PROTECTION. Duties of the uniformed fire force and clerical employees (Report any forest fire protection activities as item 6.)	13. SANITATION AND SEWAGE. Street cleaning, garbage and refuse collection and disposal. Provision, maintenance and operation of sanitary and storm sewer systems and sewage disposal plants.
	6. NATURAL RESOURCES. Agriculture, forestry, forest fire protection, irrigation drainage, flood control, etc., and  PARKS AND RECREATION. Provision, maintenance and operation of parks, playgrounds, swimming pools, auditoriums, museums, marinas, zoo, etc.	14. EMPLOYMENT SECURITY
	7. HOSPITALS AND SANATORIUMS. Operation and maintenance of institutions for inpatient medical care.	15. OTHER (Specify on Page Four)

# D EMPLOYMENT DATA AS OF ~~June 30~~ December 1984

(Do not include elected/appointed officials. Blanks will be counted as zero)

## I FULL TIME EMPLOYEES (Temporary employees not included)

JOB CATEGORIES	ANNUAL SALARY Range \$	TOTAL (COLUMNS B & A) A	MALE					FEMALE				
			NON HISPANIC ORIGIN		HISPANIC D	ASIAN OR PACIFIC ISLANDER E	AMERICAN INDIAN OR ALASKAN NATIVE F	NON HISPANIC ORIGIN		HISPANIC I	ASIAN OR PACIFIC ISLANDER J	AMERICAN INDIAN OR ALASKAN NATIVE K
			WHITE B	BLACK C				WHITE G	BLACK H			
OFFICIALS ADMINISTRATORS	1 5 0159											
	2 6099											
	3 100129											
	4 130159											
	5 160199											
	6 200249	2	1					1				
	7 250329	8	7					1				
	8 330 PLUS	35	34				1					
PROFESSIONALS	9 0159											
	10 6099											
	11 100129											
	12 130159	7						7				
	13 160199	36	25					10				1
	14 200249	74	55			1	1	17				
	15 250329	186	175			3	4	4				
	16 330 PLUS	15	14					1				
TECHNICIANS	17 0159											
	18 6099											
	19 100129	15	8			2		5				
	20 130159	98	71				1	25				1
	21 160199	162	127		2	2	6	23				2
	22 200249	194	183		1		5	5				
	23 250329	22	22									
	24 330 PLUS											
PROTECTIVE SERVICE	25 0159											
	26 6099											
	27 100129											
	28 130159	4	3					1				
	29 160199	65	54		1		1	8				1
	30 200249	5	4				1					
	31 250329											
	32 330 PLUS											
PARA PROFESSIONALS	33 0159											
	34 6099											
	35 100129											
	36 130159	3	3									
	37 160199	7	6					1				
	38 200249	13	13									
	39 250329	8	8									
	40 330 PLUS											
OFFICE CLERICAL	41 0159											
	42 6099											
	43 100129	24	9					14			1	
	44 130159	44	2					41				1
	45 160199	7						7				
	46 200249	2	2									
	47 250329											
	48 330 PLUS											

**D. EMPLOYMENT DATA AS OF JUNE 30 (Cont.)** *December 31, 1984*  
(Do not include elected/appointed officials. Blanks will be counted as zero)

**1. FULL TIME EMPLOYEES (Temporary employees not included)**

JOB CATEGORIES	ANNUAL SALARY In thousands 0001	TOTAL (COLUMNS B K) A	MALE					FEMALE				
			NON-HISPANIC ORIGIN		HISPANIC D	ASIAN OR PACIFIC ISLANDER E	AMERICAN INDIAN OR ALASKAN NATIVE F	NON-HISPANIC ORIGIN		HISPANIC I	ASIAN OR PACIFIC ISLANDER J	AMERICAN INDIAN OR ALASKAN NATIVE K
			WHITE B	BLACK C				WHITE G	BLACK H			
SKILLED CRAFT	49 \$ 0.1-5.9											
	50 6.0-9.9											
	51 10.0-12.9											
	52 13.0-15.9	3	2					1				
	53 16.0-19.9	9	8					1				
	54 20.0-24.9	354	339				15					
	55 25.0-32.9	12	12									
	56 33.0 PLUS											
SERVICE/ MAINTENANCE	57 0.1-5.9											
	58 6.0-9.9											
	59 10.0-12.9	2	1					1				
	60 13.0-15.9	5	5									
	61 16.0-19.9	248	226		3	1	9	6				3
	62 20.0-24.9	24	23				1					
	63 25.0-32.9	23	23									
	64 \$ 33.0 PLUS											
<b>65. TOTAL FULL TIME (LINES 1-64)</b>		1716	1465		7	9	45	180			1	9

**2. OTHER THAN FULL TIME EMPLOYEES (Include temporary employees)**

66. OFFICIALS / ADMIN.												
67. PROFESSIONALS	4	4										
68. TECHNICIANS	31	27						4				
69. PROTECTIVE SERV.												
70. PARA-PROFESSIONAL	2	1						1				
71. OFFICE / CLERICAL	15	5					1	8		1		
72. SKILLED CRAFT	1	1										
73. SERV. / MAINT.	74	67					3	4				
<b>74. TOTAL OTHER THAN FULL TIME (LINES 66-73)</b>	127	105					4	17		1		

**3. NEW HIRES DURING FISCAL YEAR - Permanent full time only  
JULY 1 - JUNE 30**

75. OFFICIALS / ADMIN.												
76. PROFESSIONALS												
77. TECHNICIANS												
78. PROTECTIVE SERV.												
79. PARA-PROFESSIONAL												
80. OFFICE / CLERICAL												
81. SKILLED CRAFT												
82. SERV. / MAINT.												
<b>83. TOTAL NEW HIRES (LINES 75-82)</b>												



REMARKS (List National Crime Information Center (NCIC) numbers assigned to any Criminal Justice Agencies whose data are included in this report.)

\*\*\* INCLUDE LIST OF AGENCIES IN THIS FUNCTION \*\*\*

CERTIFICATION. I certify that the information given in this report is correct and true to the best of my knowledge and was reported in accordance with accompanying instructions. (Willfully false statements on this report are punishable by law, U.S. Code, Title 18, Section 1001.)

NAME OF PERSON TO CONTACT REGARDING THIS FORM

TITLE

ADDRESS (Number and Street, City, State, Zip Code)

TELEPHONE NUMBER  
AREA CODE

DATE

TYPED NAME TITLE OF AUTHORIZED OFFICIAL

SIGNATURE

*Letty R Taylor*

DIRECTOR

MANAGER  
CIVIL RIGHTS UNIT

DIRECT  
SUPERVISION

INDIRECT  
SUPERVISION

Compliance Specialist III

Compliance Specialist III

DBE - Supportive Services  
Program Manager

DBE Specialist

Statistical Technician

District Centralized Services  
Supervisors  
(EEO Counselors)

Title VI  
Representatives



